



Texas Funeral Service Commission  
333 Guadalupe Street #2-110, Austin, Texas 78701  
512-936-2474

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**Texas Funeral Service Commission  
Meeting Minutes  
July 20, 2021**

- I. Presiding Officer Allen called the Texas Funeral Service Commission meeting to order at 9:03 a.m.
- II. Roll call was taken.
- III. Establishment of a Quorum – Quorum present.
- IV. Excuse Absent Board Members – All present.
- V. Invocation – Given by Syd Waldman
- VI. Pledge of Allegiance
- VII. Recognition of Former Commissioner, Greg Compean.
- VIII. Election of Assistant Presiding Officer. Commissioner Grammer made a motion to elect Commissioner Hefley. Commissioner Combest seconded. Motion approved.
- IX. Executive Director gave an update on new office staff.
- X. Commissioner Tips made a motion to approve the meeting minutes from the April 20, 2021 meeting. Commissioner Hefley seconded. Motion approved.
- XI. Financial Report was given by Executive Director, Glenn Bower, for the 3rd Quarter Budget.
- XII. Enforcement Report was given by the Executive Director, Glenn Bower, for the 3rd Quarter Performance Measures.
- XIII. Legal Report was given by Executive Director, Glenn Bower.
- XIV. Executive Director Report was given by, Glenn Bower.
- XV. Presiding Officer Allen opened the floor for public comment. The following visitor made public comment: Syd Waldman.  
  
Meeting Recessed at 10:07 a.m.  
  
Meeting Resumed at 10:22 a.m.
- XVI. Executive Director, Glenn Bower discussed past and future Stakeholders meetings over 22 Texas Administrative Code Rule 205 - Crematories.
- XVII. Discussion on Future Stakeholders Meetings.

- XVIII. Discussion on Future Texas Funeral Service Commission Meetings at Hobby Building 333 Guadalupe St., Austin, Texas 78701 in Room 3-100.
- XIX. Crematories' Compliance with Health and Safety Code §716.003 – Location of a Crematory. No Action Taken.
- XX. Online renewal process for licensed funeral establishments, commercial embalming establishments and crematories; Occupations Code §651.354 and 22 Texas Administrative Code Rule §203.9 – Licensure of Funeral Establishments and Commercial Embalming Establishments. Under Texas Occupations Code section 651.354, Commissioner Combest made a motion to approve the online renewal process for funeral establishments, commercial embalming establishments and crematories and remove the paper form renewal process effective September 1, 2021. Commission Scepanski seconded. Motion Approved.
- XXI. Personnel matters regarding the evaluation and duties of Executive Director.
- At 10:45 a.m., Presiding Officer Allen announced that the Texas Funeral Service Commission will go into closed session pursuant Texas Government Code Section 551.071 to obtain the advice of legal counsel.
- At 11:39 a.m., Presiding Officer Allen announced that the Texas Funeral Service Commission reconvened in open session and no action was taken during closed session.
- Under Texas Occupations Code section 651.101, Commissioner Combest made a motion to approve the increase of the Executive Directors salary from \$99,721 to \$105,132 in accordance with the General Appropriations Act of the 87<sup>th</sup> Legislative Session (SB1/HB2). Commissioner Tips seconded. Motion Approved.
- XXII. Discussion on Issues or Topics for Consideration at future Texas Funeral Service Commission Meetings.
- XXIII. Meeting adjourned at 11:42 a.m.

Minutes of the July 20, 2021 meeting are respectfully submitted and approved.

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Glenn Bower  
Executive Director

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Larry Allen  
Presiding Officer

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Date signed

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Date Signed

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Diane Hefley  
Assistant Presiding Officer

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Date Signed